# Google Docs Hanging Indents



## Step One:

In the main toolbar, select View and make sure Show Ruler is selected.

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#### Step Two:

Highlight the paragraphs you want to indent.



#### Step Three:

Select the left indent marker (blue triangle) on the ruler, and drag to the 0.50 inch mark. The first line indent marker (light blue rectangle) will move as well.



#### Step Four:

Drag the first line indent marker (light blue rectangle) back to the left margin 0.00 leaving the left indent marker (blue triangle) at 0.50



### Step Five: Click anywhere to deselect the text.

